

# Virginia School Resource Officer Incentive Grants Fund Program 2006 Guidelines

## I. Introduction

The Department of Criminal Justice Services (DCJS) is offering state funds through the School Resource Officer Incentive Grants Fund Program for grants to **continue** support of eligible SRO programs currently funded through this source. These funds are used to promote school safety by supporting School Resource Officer (SRO) programs in specified middle or high schools in the Commonwealth of Virginia.

A central goal of DCJS grant programs is to establish or enhance multidisciplinary partnerships. The establishment or enhancement of partnerships through SRO grants gives meaning and practice to the goals of community-oriented justice. SRO programs share knowledge and resources, educate citizens about the value of community-oriented justice, and address public safety concerns, especially about the influence of drugs and juvenile violence.

*SRO grant applications submitted to DCJS must reflect a community policing focus, with goals and objectives aimed at eliminating, reducing, or controlling juvenile crime.*

These guidelines for the School Resource Officer Incentive Grants Fund Program contain the rules and requirements governing this grant program. To obtain the required grant application forms, instructions for completing them, and instructions for submitting your application, please go to [www.dcjs.virginia.gov/cple](http://www.dcjs.virginia.gov/cple).

## II. Eligibility

Units of local government are eligible to apply for and receive these funds. A police department, sheriff's office, or school division may manage the SRO program but the grant application must be submitted by and the funds awarded to a unit of local government. These grant funds are available to **continue** support of eligible SRO programs currently funded through this source, **not** for new SRO programs.

## III. Grant Deadline

Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Friday, April 28, 2006**. Faxed or E-mailed applications will not be accepted or considered.

## IV. Amount Available

The total amount requested in your application, including the required local matching funds, **may not exceed** the total of your current award. Requested funds must be used to pay salary and benefits for a full-time SRO at a specified middle, high, or alternative school, with priority given to SRO programs in high schools.

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## V. Match Requirement

Applicants must refer to the Virginia Department of Education's **newly published "2006-2008 Composite Index of Local Ability-to-Pay"** to calculate their locality's required matching funds for this year's grant application. The composite index figure that you used to calculate matching funds for last year's SRO grant application likely has changed. Please consult the updated composite index list provided in these guidelines.

Grant recipients must provide the local matching funds from non-federal sources. In-kind contributions may not be used to meet the required local cash match.

The *hypothetical DCJS Itemized Budget form below* shows how matching funds for each line item are calculated.

**Hypothetical scenario:** Locality X's annual salary rate for a full-time SRO is \$30,000; its fringe benefits, \$5,000. Locality X's 2006-2008 Composite Index of Local Ability-to-Pay is .3032. To calculate the amount of local matching funds required for the SRO salary, Locality X would multiply the total salary by .3032, its composite index. Repeat this process for each line item total.

$$\begin{array}{rclcl} \text{Total per line item} & \times & \text{Composite Index} & = & \text{Local cash match per line item} \\ (\$30,000) & \times & .3032 & = & \$9,096 \end{array}$$

ITEMIZED BUDGET								
1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Dep. J. Smith	SRO	\$30,000	2080		\$20,904	\$9,096		\$30,000
<b>TOTAL:</b>					\$20,904	\$9,096		\$30,000
<b>b. Fringe Benefits</b>								
<b>\$5,000</b>								
FICA % = 10%					\$348	\$152		\$500
Retirement = 20%					\$697	\$303		\$1,000
Other (itemize) = 70%					\$2439	\$1,061		\$3,500
<b>TOTAL:</b>					\$3,484	\$1,516		\$5,000
<b>TOTAL PERSONNEL (a + b):</b>					\$24,388	\$10,612		\$35,000

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### VI. Grant Period

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning July 1, 2006 and ending June 30, 2007.

### VII. Availability of Continuation Funding

Approval of one grant does not imply or guarantee awards of funds in subsequent years. In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant quarterly financial and progress reporting requirements and timely submission of any special condition documentation attached to the current award.

1. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.
2. **All special conditions for the current award must be completed and approved by DCJS by the time of review in order for the continuation grant to be considered.**

### VIII. Restrictions

- Grant funds shall not be used to supplant state or local funds that would otherwise be available for the same purposes.
- The maximum length of time that grant funds can be awarded to support an SRO program in a middle, high, or alternative school is 48 months.
- Grant funds may only be used for salary and fringe benefits for the SRO.
- Grant-funded SROs may not conduct scheduled activities in elementary schools.

### IX. Application Requirements

Applications must be based on the Virginia School Resource Officers Program Guide at [www.dcjs.virginia.gov/forms/cple/sroguide.pdf](http://www.dcjs.virginia.gov/forms/cple/sroguide.pdf) and incorporate the following components:

- a. a community-oriented policing philosophy;
- b. SROs who are certified, sworn law enforcement officers employed by a lawfully established police department or sheriff's office;
- c. SROs who have at least one (1) year of certified law enforcement experience and the **demonstrated** ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems;

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- d. SROs who act as primary law enforcement agents at the school and perform other multi-faceted roles including:
  - 1. instructor of law-related education classes;
  - 2. criminal justice system liaison;
  - 3. role model;
  - 4. crime prevention specialist;
  - 5. problem solver and mediator;
- e. SROs who have attended a DCJS-sponsored 40-hour Basic SRO School or will attend one within the first four months of the grant cycle;
- f. SRO who will be assigned to **one** secondary school (or to two, if the schools are in close proximity to each other.)

### ***SRO Grant Profile Sheet:***

By the end of the first quarter of the grant period, localities receiving SRO grant awards will complete and submit online an SRO Grant Profile Sheet for each grant-funded position. Also, localities will complete and submit online an SRO Grant Profile Sheet within 30 days of a change in SRO personnel. The SRO Grant Profile Sheet is available at:

<http://www.dcjs.virginia.gov/forms/cple/sroGrantProfileSheet.cfm>.

### ***2006-07 Memorandum Of Understanding:***

Grants will be awarded only to localities that have established a Memorandum Of Understanding (MOU) between the local law enforcement agency and the school system to place certified, sworn law enforcement officers in middle or high schools. The MOU should include the following information:

- a. a description of the chain of command for the SRO;
- b. definitions of the roles and responsibilities of school officials and of law-enforcement officers;
- c. communication between the SRO and the school, the SRO and the parent law enforcement agency, and the school and the law enforcement agency;
- d. dates for reviewing and renewing the MOU;
- e. signatures of authorized officials representing all parties to the agreement;
- f. effective date of the MOU.

### ***SRO Departmental General Order:***

Applicants must submit a departmental general order that outlines the operation of their SRO program. To view a sample directive for SRO programs, refer to:

[www.dcjs.virginia.gov/cple/sampleDirectives/manual/rtf/2-27.rtf](http://www.dcjs.virginia.gov/cple/sampleDirectives/manual/rtf/2-27.rtf)

### ***SRO Job Description:***

Applicants must submit a departmental SRO job description. Please refer to the Virginia School Resource Officers Program Guide at [www.dcjs.virginia.gov/forms/cple/sroguide.pdf](http://www.dcjs.virginia.gov/forms/cple/sroguide.pdf) for information on the fundamental roles and job responsibilities of an SRO.

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### **X. Reporting Requirements**

Grant recipients are required to submit quarterly financial and progress reports online to DCJS. Failure to submit these reports in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award.

### **XI. Project Narrative**

Each grant application must include a project narrative of **no more than four pages**, that contains **three** sections: 1) Accomplishments and Needs Assessment; 2) Goal Statement; 3) Objectives with Implementation Plans.

#### ***1) Accomplishments and Needs Assessment:***

In this section of your Project Narrative, please include *at least* the following:

- a) a detailed description of the progress made toward accomplishing each objective of the current year;
- b) a description of any program obstacles or issues encountered during the current grant year and if/how they were resolved;
- c) an explanation of any significant SRO program accomplishments or innovations during the current grant year;
- d) an explanation of the 2006-07 crime/delinquency prevention needs of your SRO program at your assigned school(s).

#### ***2) Goal Statement:***

In this section of your Project Narrative, include a broadly-worded goal statement that describes the long-term benefits of continuing the SRO program for another year at your assigned school (s).

#### ***Hypothetical Goal Statement***

“Locality X’s police department and public school system will continue their partnership to promote school safety, enhance school security, prevent crime, and reduce/eliminate truancy through the continuation of the school resource officer program at XYZ High School.”

#### ***3) Objectives with Implementation Plans:***

In this section of your Project Narrative, include the SRO program objectives for 2006-07 grant period. Objectives must be stated in **S.M.A.R.T.** terms – **S**pecific, **M**easurable, **A**chievable, **R**elated to goal statement, and **T**ime-bound.

Each grant objective must be accompanied by a detailed implementation plan. The implementation plan must detail the major activities that the SRO will undertake to accomplish each objective during the grant period. The implementation plan for each objective describes who will conduct the activity, when and where it will occur, who and how many will participate in it, what materials/resources will be used, etc.

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**Hypothetical Objective with Implementation Plan:**

***Objective 1:***

By June 30, 2007, the SRO at XYZ High School will help reduce the number of fights and assaults on campus and on school buses by at least 20% when compared to the 20 fights/assaults that occurred during the 2005-06 school year (from 20 fights/assaults to 16 or fewer.)

***Implementation Plan for Objective 1:***

- By September 2006, SRO will brief 100% of school staff on Virginia laws related to fighting and assault violations and introduce the grant objective of reducing fights/assaults
- By September 2006, SRO will identify a fights/assaults intervention team (i.e., school administrator, guidance counselor, school psychologist, school social worker, school bus drivers)
- Between September and October 2006, SRO will inform 90% of student body through presentations, school and local newspaper articles, posters, and weekly announcements re: “zero tolerance” of fights/assaults on campus and on school buses and will explain the consequences for engaging in fights/assaults.
- By October 2006, SRO will implement “No Contact Contracts” for 100% of students involved in fight/assault incidents
- Throughout the grant period, SRO will promote “zero tolerance” for fights/assaults on campus and on school buses through presentations to student body/staff, articles in school and local newspapers, posters, announcements, etc.
- Through June 2007, SRO will meet with students involved in two or more fights/assaults and their parents/guardians. During these meetings, SRO will review Virginia laws related to fighting and assault and the consequences for continued violations. SRO will discuss with and refer student and family to appropriate school- and community-based resources.

**XII. How and Where to Submit/Deadline**

Please **submit an original and two (2) copies** of the complete grant application to:

**Department of Criminal Justice Services  
Grants Administration – 5<sup>th</sup> Floor  
202 North Ninth Street  
Richmond, VA 23219**

Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Friday, April 28, 2006.** Faxed or E-mailed applications will not be accepted.

**Virginia School Resource Officer Incentive Grants Fund Program  
2006 Application Checklist**

Applicants must submit an **original and two (2) copies** of each of the following:

- ❑ **Grant Application Cover Sheet** – signed and dated by the Project Administrator (county administrator, city/town manager, or Mayor, or chairperson of the Board of Supervisors)
- ❑ **Itemized Budget**
  - Total amount requested, including the required local matching funds, **does not exceed** current award total
  - Budget is for salary and fringe benefits only
  - Local matching funds are calculated using the Virginia Department of Education’s **“2006-2008 Composite Index of Local Ability-to-Pay”**
  - Figures are rounded to the nearest dollar
- ❑ **Budget Narrative** – explains salary and fringe benefits
- ❑ **Project Narrative** - no more than four pages that includes the following sections:
  - Accomplishments and Needs Assessment
  - Goal Statement
  - S.M.A.R.T. objectives, each with an implementation plan
- ❑ **SRO Grant Profile Sheet** for each position
- ❑ **2006-07 Memorandum of Understanding** signed and dated by the local law enforcement agency and school division executives
- ❑ **SRO Departmental General Order**
- ❑ **SRO Departmental Job Description**

**Mail to:** Department of Criminal Justice Services  
Grants Administration – 5th Floor  
202 North Ninth Street  
Richmond, VA 23219

Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Friday, April 28, 2006.** Faxed or E-mailed applications will not be accepted.

Div. Num.	School Division	2006-2008 Composite Index Used for Funding
001	ACCOMACK	.3255
002	ALBEMARLE	.6095
003	ALLEGHANY <sup>1</sup>	.2423
004	AMELIA	.3431
005	AMHERST	.2870
006	APPOMATTOX	.2696
007	ARLINGTON	.8000
008	AUGUSTA	.3320
009	BATH	.8000
010	BEDFORD COUNTY	.3632
011	BLAND	.3059
012	BOTETOURT	.3957
013	BRUNSWICK	.2540
014	BUCHANAN	.3205
015	BUCKINGHAM	.2591
016	CAMPBELL	.2612
017	CAROLINE	.3495
018	CARROLL	.2842
019	CHARLES CITY	.4128
020	CHARLOTTE	.2234
021	CHESTERFIELD	.3616
022	CLARKE	.5580
023	CRAIG	.3184
024	CULPEPER	.4062
025	CUMBERLAND	.2859
026	DICKENSON	.2344
027	DINWIDDIE	.2669
028	ESSEX	.4019
029	FAIRFAX COUNTY	.7456



031	FLOYD	.3212
032	FLUVANNA	.3749
033	FRANKLIN COUNTY	.3950
034	FREDERICK	.3925
035	GILES	.2755
036	GLOUCESTER	.3323
037	GOOCHLAND	.8000
038	GRAYSON <sup>2</sup>	.2780
039	GREENE	.3334
040	GREENSVILLE <sup>2</sup>	.2199
041	HALIFAX <sup>3</sup>	.2380
042	HANOVER	.4352
043	HENRICO	.4604
044	HENRY	.2553
045	HIGHLAND	.6380
046	ISLE OF WIGHT <sup>2</sup>	.3753
047	JAMES CITY	.5499
048	KING GEORGE	.4034
049	KING AND QUEEN	.4073
050	KING WILLIAM	.3267
051	LANCASTER	.6844
052	LEE <sup>2</sup>	.1769
053	LOUDOUN	.6895
054	LOUISA	.5542
055	LUNENBURG	.2399
056	MADISON	.4362
057	MATHEWS	.4701
058	MECKLENBURG <sup>2</sup>	.3056
059	MIDDLESEX	.5923
060	MONTGOMERY	.3737
062	NELSON	.4874
063	NEW KENT	.4044

067	NOTTOWAY	.2429
068	ORANGE	.4323
069	PAGE	.2882
070	PATRICK	.2592
071	PITTSYLVANIA	.2573
072	POWHATAN	.3722
073	PRINCE EDWARD	.2776
074	PRINCE GEORGE	.2304
075	PRINCE WILLIAM	.4287
077	PULASKI	.2995
078	RAPPAHANNOCK	.7463
079	RICHMOND COUNTY <sup>2</sup>	.3593
080	ROANOKE COUNTY	.3757
081	ROCKBRIDGE	.4546
082	ROCKINGHAM	.3299
083	RUSSELL	.2292
084	SCOTT <sup>2</sup>	.1962
085	SHENANDOAH	.3419
086	SMYTH	.2184
087	SOUTHAMPTON <sup>2</sup>	.2671
088	SPOTSYLVANIA	.3455
089	STAFFORD	.3503
090	SURRY <sup>2</sup>	.7842
091	SUSSEX	.2912
092	TAZEWELL	.2500
093	WARREN	.3956
094	WASHINGTON <sup>2</sup>	.3351
095	WESTMORELAND	.4076
096	WISE	.2036
097	WYTHE	.3086
098	YORK	.3749
101	ALEXANDRIA	.8000

104	CHARLOTTESVILLE	.6061
106	COLONIAL HEIGHTS	.4565
107	COVINGTON	.2918
108	DANVILLE <sup>2</sup>	.2655
109	FALLS CHURCH <sup>2</sup>	.8000
110	FREDERICKSBURG	.7538
111	GALAX <sup>2</sup>	.2944
112	HAMPTON	.2410
113	HARRISONBURG	.4361
114	HOPEWELL	.2515
115	LYNCHBURG	.3500
116	MARTINSVILLE <sup>2</sup>	.2470
117	NEWPORT NEWS	.2577
118	NORFOLK <sup>2</sup>	.2693
119	NORTON <sup>2</sup>	.3299
120	PETERSBURG	.2188
121	PORTSMOUTH	.2185
122	RADFORD	.2947
123	RICHMOND CITY <sup>2</sup>	.4329
124	ROANOKE CITY	.3763
126	STAUNTON	.3925
127	SUFFOLK	.3014
128	VIRGINIA BEACH	.3492
130	WAYNESBORO	.3160
131	WILLIAMSBURG <sup>2</sup>	.8000
132	WINCHESTER	.5602
134	FAIRFAX CITY <sup>2</sup>	.8000
135	FRANKLIN CITY <sup>2</sup>	.2728
136	CHESAPEAKE	.3186
137	LEXINGTON	.3982
138	EMPORIA <sup>2</sup>	.2836
139	SALEM	.3768

143	MANASSAS	.4335
144	MANASSAS PARK	.3650
202	COLONIAL BEACH	.3131
207	WEST POINT	.2683

<sup>1</sup> The actual composite index to be used for Alleghany Co. in the 2006-2008 biennium is .2423 pursuant to the appropriation act and Section 15.1302, *Code of Virginia*.

<sup>2</sup> For those localities in which three percent or more of the total adjusted gross income (AGI) is derived from individuals who are not residents of Virginia, the composite index value shown above excludes nonresident AGI from the composite index calculation.

<sup>3</sup>The actual composite index to be used for Halifax Co. in the 2006-2008 biennium is .2380 pursuant to the appropriation act and Section 15.1302, *Code of Virginia*.